**Instructional Media – Caption and Transcription Services**

Complete this form to request captioning or transcriptions for instructional materials. Captioning costs will be charged to Academic Affairs and captioned media will be posted to Mediasite within two business days. If existing media is **not currently on Mediasite, contact Media Assistance** ([media@howardcc.edu](mailto:media@howardcc.edu%20), x4010).

When estimating media length, please round ***UP*** to the nearest minute (for example, a 7:02 video would be billed as 8 minutes).

Please email this form to [media@howardcc.edu](mailto:media@howardcc.edu) and [lheinbauch@howardcc.edu](mailto:lheinbauch@howardcc.edu). **By approving or sending this form, you certify that the content is complete and ready for captioning. Automated captioning will likely require faculty to make edits to the captions to ensure accuracy; Professional captioning is 90+% accurate.**

Requestor Name

Course and Section Number

Request Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date Needed** | **Title** | **Link** | **Media Length (Rounded *UP* to nearest minute)** | **Automated Captioning\* ($0.03/**  **minute)\*\*** | **Professional Captioning\* ($1.50/**  **minute)\*\*** | **Approximate Cost\*\*** | **Caption** | **Tran-scription** |
| 2/29/2020 | Example Video Title | https://mediasite.howardcc.edu/Mediasite/Play/4a2ebc1f28194ada8435c263ab9cbbe91d | 83 minutes | X |  | $2.49 |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |

\*Professional captioning has a 99% accuracy guarantee. Automated captioning may require limited edits to be completed by faculty member.

\*\*The approximate cost **per minute of media** is 3¢ ($0.03) for Automated captions or $1.50 for Professional captions. E.g. a 1 hour 32 minute and 15 second media is $2.79 for Automated captions or $139.50 for Professional captions.

\*\*\* Descriptive Video Transcription costs depend upon images requiring description.